

## **Executive Summary**

### **Executive Summary (ES-05)**

#### **1. Introduction**

The City of Burbank Annual Action Plan for program year 2017-18 (Action Plan) covers the fifth year of the City's adopted 2013-2018 Consolidated Plan that was reviewed and approved by the U.S. Department of Housing and Urban Development (HUD). This planning document outlines the City's proposed project descriptions, resources, and outcomes for Fiscal Year (FY) 2017-18 in order for the City to continue to receive Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) Program funding. The City estimates to receive an annual entitlement fund allocation for CDBG and HOME Programs totaling \$1,374,093.

#### **Funding Decisions**

The funding methodology for the FY 2017-18 CDBG Projects and Programs contained in the Action Plan are based on eligible activities and programs that principally benefit low and moderate-income households; aid in the prevention or elimination of slums and blight; and meet other community development needs having particular urgency.

#### **Community Development Block Grant**

The Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-530.1 et seq. Entitlement communities, such as Burbank, are permitted to develop their own programs and funding priorities in order to revitalize Burbank neighborhoods, expand and increase economic development, and provide improved community facilities and services. The City's distribution of CDBG funds is composed of the following process:

- A review of proposals for CDBG eligibility and consistency with the goals and objectives of the Consolidated Plan and City Council Goals, as applicable;
- Evaluation of effective and efficient programs;
- Review of proposals and recommendations by the City's Community Development Goals Committee (Citizen Participation); and
- Review of proposals and recommendations by the City Manager and Executive staff.

## HOME Investment Partnership Program (HOME)

HOME funds are allocated to the City of Burbank under the Cranston-Gonzalez National Affordable Housing Act enacted in 1990. This program provides federal funds for the development and rehabilitation of affordable rental and homeownership housing. Funds are allocated by HUD to qualifying participating jurisdictions based upon a variety of demographic and housing factors. With the exception of a waiver granted for disaster-related funding, HOME funds are subject to a 25 percent match of non-federal or in-kind contributions.

The Community Development Department administers the use of HOME funds for eligible activities. Historically, the City utilizes HOME funds to create permanent affordable housing in the City's five Focus Neighborhoods, including special needs housing through partnerships with local and regional housing developers, Community Housing and Development Organizations, and minority based contractors. The use of HOME funds will be based on individual proposals submitted to the Community Development Department that meet the Consolidated Plan Goals and Objectives. In addition, proposals are reviewed based on the leveraging of resources, financial feasibility, project affordability components, and the number of households to be assisted. Proposed programs and projects to be assisted with HOME funds will be presented to the City Council for consideration on a project by project basis.

### **Citizen Participation Summary**

To encourage citizen participation in the preparation of the Action Plan, the City took the following actions in accordance with the HUD approved Citizen Participation Plan.

- Published a Public Notice requesting program and project proposals for FY 2017-18 CDBG funding;
- Utilized the goals and objectives of the Consolidated Plan in reviewing activities and programs for CDBG funding;
- Conducted three public meetings with the Community Development Goals Committee for the review of proposals, citizen participation, and funding recommendations;
- Delivered the Action Plan to six public locations and posted on the City of Burbank, Business and Economic Development website for solicitation of public comments. The Action Plan was available for 30 calendar days; and
- Held a Public Hearing on April 25, 2017 for consideration of the FY 2017-18 Annual Action Plan for Federal Projects and Programs. The meeting was held at the Burbank City Council Chambers located at 275 E. Olive Avenue, Burbank.

## Strategic Plan Summary

The Consolidated Plan's strategy to meet the needs of the community, referred to as a Strategic Plan, provides the general priorities and rationale for Burbank's investment of federal funds. The City identified eight priority needs for the community and the corresponding goals to address them. The priority needs were formed based on the national objectives and outcomes supported by HUD.

### Objectives

The national objectives originate from the statutory purposes of the formula grant programs:

- Provide decent affordable housing. The activities that typically would be found under this objective are designed to cover a wide range of housing possibilities under HOME and CDBG.
- Creating a suitable living environment. In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- Creating economic opportunities. This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

### Outcomes

The outcomes reflect what the grantee seeks to achieve by the funded activity. The City of Burbank associates the national objectives to these outcomes.

- Availability/Accessibility;
- Affordability; and
- Sustainability.

On the tables that follow, the City's strategy to meet HUD's national objectives and outcomes described in Table 1: Burbank 2013/14 - 2017/18 Consolidated Plan Program by HUD Objectives and Outcomes. Table 2 indicates the City's five-year Strategic Plan Priority Needs and corresponding Goals for each need.

**Table 1 – Burbank 2013/14 – 2017/18 Consolidated Plan Programs  
By HUD Objectives and Outcomes**

OBJECTIVE	OUTCOMES		
	AVAILABILITY / ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
<b>DECENT HOUSING</b>	Implementing Programs: <ul style="list-style-type: none"> <li>• Compliance with the American with Disabilities Act</li> <li>• Implement a reasonable accommodation process</li> </ul>	Implementing Programs: <ul style="list-style-type: none"> <li>• Focus Neighborhood Revitalization</li> <li>• Section 8 Rental Assistance</li> </ul>	Implementing Programs: <ul style="list-style-type: none"> <li>• Provide residential services on energy and water efficiency</li> <li>• Implement California Green Building Standards Code</li> </ul>
<b>SUSTAINABLE LIVING ENVIRONMENT</b>	Implementing Programs: <ul style="list-style-type: none"> <li>• Community Center and Parks and Recreation Facilities</li> <li>• Infrastructure Improvements</li> <li>• Youth Services</li> <li>• Childcare Services</li> <li>• Emergency Services</li> <li>• Disability Services</li> <li>• Senior Services</li> <li>• Health Services</li> <li>• Other Public Services</li> </ul>	Implementing Programs: <ul style="list-style-type: none"> <li>• Transitional housing, supportive housing, and possible single-room occupancy hotels in residential and commercial zones</li> <li>• Address Regional Housing Needs Assessments</li> <li>• Increase Affordable Housing under Density Bonus and Inclusionary Housing Ordinances</li> </ul>	Implementing Programs: <ul style="list-style-type: none"> <li>• Neighborhood community gardens</li> <li>• Code Enforcement activities</li> <li>• Foster community engagement</li> <li>• Implement the Burbank 2035 – General Plan</li> </ul>
<b>ECONOMIC DEVELOPMENT</b>	Implementing Programs: <ul style="list-style-type: none"> <li>• Employment Training</li> <li>• Job Creation</li> </ul>	Implementing Programs: <ul style="list-style-type: none"> <li>• Team Business</li> </ul>	Implementing Programs: <ul style="list-style-type: none"> <li>• Support Business Improvement Districts (Property and Tourism)</li> <li>• Expand the growth of Green Technology Businesses in Burbank</li> </ul>

<b>TABLE 2 – (2013/2014 – 2017/2018) PRIORITY NEEDS AND GOALS CITY OF BURBANK</b>	
<b>Priority Needs</b>	<b>Goals</b>
1. Sustain and Strengthen Neighborhoods	Affordability accessibility (Neighborhood Revitalization)
2. Preserve Existing Affordable Housing	Section 8 Rental Assistance and monitor restricted rental/homeownership units
3. Homelessness	Homeless Programs and supportive services
4. Public Facilities	New construction or rehabilitation of community centers, recreational facilities, public facilities
5. Infrastructure	Infrastructure improvements
6. Public Services	Accessibility and availability to low-income persons
7. Economic Development	Accessibility and Sustainability of job creation for low-income persons
8. Other Programs and Community Development (Administration)	Management and reporting on five-year goals and outcomes, fair housing activities, and federal requirements

### **3. Evaluation of past performance**

HUD requires that grantees provide an evaluation of past performance. Since the program year 2016-17 of the five-year Consolidated Plan (FY's 2013-2018) is still in progress, the City of Burbank will evaluate performance outputs and outcomes for CDBG and HOME in the Consolidated Annual Performance Evaluation Report (CAPER) for FY 2016-17. Through the annual monitoring of CDBG and HOME sub-recipients, contractors, community based organizations/developers, the City ensures federal

compliance of CDBG and HOME, as well as reporting on outcomes of activities and programs.

#### **4. Summary**

It is estimated that the City of Burbank will receive \$9,596,141 in federal funding for FY 2017-18 to address the five-year goals and objectives of City's adopted Consolidated Plan. The estimated CDBG entitlement amount for FY 2017-18 is \$876,707. Program income and prior year funds total \$128,755 resulting in a total of \$1,005,462. The estimated FY 2017-18 HOME funds is \$368,631, Section 8 Housing Choice Voucher Program renewal funding is \$7,770,000, and Continuum of Care Funding for chronically homeless persons is \$452,048.

Based on the limited amount of federal funding resources available to the City and the priority needs determined to have a high priority level, the FY 2017-18 Action Plan will address the following programs and activities:

##### Housing

- Develop affordable housing opportunities for low to moderate income households, as funding permits;
- Utilize Section 8 Housing Choice Vouchers to its fullest capacity; and
- Monitor restricted affordable rental/owner units throughout the City.

##### Homeless Needs

Support programs and activities for homeless individuals, families, veterans, and those at-risk of becoming homeless through the following:

- Participation in the Los Angeles County/City Continuum of Care (LACoC) and the United Way Funders Collaborative;
- Coordinate an annual homeless count for the City of Burbank;
- Support public service and emergency housing programs that assist the homeless;
- Administer Continuum of Care Funding for Permanent Supportive Housing Vouchers; and
- Apply for Rapid Rehousing/Homeless Prevention funds, and leverage local affordable housing funds for new homeless programs and projects, as funding is made available.

##### Other Special Needs

The City will also take actions in the coming year to:

- Work toward reducing impediments to fair housing choice for low to moderate income households;

- Assist renters with information on accessibility to decent and safe living conditions;
- Work toward enhancing coordination between public and private organizations, public institutions, and social service agencies; and
- Facilitate the development and investment of programs and activities that accomplish the Consolidated Plan Goals and Objectives.

## Process of the Annual Action Plan

This Action Plan for FY 2017-18 covers the fifth year of the five year (2013/14 - 2017/18) Consolidated Plan that delineates the activities to be undertaken in the upcoming program year to address priority needs. The Consolidated Plan contains objectives that address a broad range of priority needs related to affordable housing, infrastructure, public facility improvements, public services, homelessness, non-housing community development, and program administration.

Funding decisions for the City's FY 2017-18 CDBG and HOME Programs are based on the needs and strategies discussed in the Strategic Plan. Funding is also based on the local needs of the Burbank community through community meetings and consultation with numerous community groups/boards/committees, service organizations, nonprofit and for-profit organizations, City staff, community partners, and public school administrators. The Section 8 Housing Choice Voucher and Continuum of Care Permanent Supportive Housing Programs are administered under the Burbank Housing Authority Administrative Plan.

### Consultation (AP-10)

The City developed its five year (2013/14 - 2017/18) Consolidated Plan through consultation and coordination with housing, social and health service providers; public agencies; and the local public housing agency as described in the table below. As a means of gaining input from these agencies, the City conducted consultation workshops, public meetings, surveys, and invited local grantees to provide comments on the draft Consolidated Plan and Action Plan. In addition, consultation in the development of the Consolidated Plan involved several City departments.

<b>Table 3 Consulted Agencies</b>			
Burbank Housing Corporation		Family Service Agency	Burbank Temporary Aid Center
Armenian Cultural Foundation		Burbank Family YMCA	Family Promise of East San Fernando Valley
Burbank Coordinating Council		Armenian Relief Society	New Way Foundation

Burbank Arts for All Foundation	Burbank Council Parent Teacher Association	
---------------------------------	--	--

<b>Table 3 (continued)</b>		
<b>City of Burbank Departments and Commissions</b>		
Burbank Housing Authority	Community Development (CDD)-Housing and Economic Development Division	Public Works
CDD - Planning and Transportation	Parks, Recreation, and Community Services	Management Services
Burbank Police Department	Burbank Landlord-Tenant Commission	Community Development Goals Committee
<b>Other Public Agencies</b>		
Burbank Unified School District	Los Angeles Homeless Services Authority	Los Angeles County Health Services Childhood Lead Prevention Program

### **Citizen Participation (AP-12)**

The City followed HUD's guidelines for citizen and community involvement in preparation of the Consolidated Plan and Action Plan. A public hearing was conducted for public input and comment at the end of the plan development process.

To encourage citizen participation in the preparation of the documents, the City undertook several activities beginning with focus groups as summarized below.

#### Focus Groups

In February 2013, key community partners and representatives of housing and community development organizations participated in a focus group meeting that covered the following:

- Barriers to affordable housing, community facilities, and services;
- Coordination of CDBG and HOME funds; and
- Community needs and priorities.



Attendees of the focus groups expressed the immediate needs to serve the community. The meetings also allowed for discussion on the utilization of CDBG and HOME funds to meet the needs of their programs.

### Community Meetings

The City conducted three community meetings from January to March 2013. All were in the afternoon and evening hours and at locations convenient to citizens and program beneficiaries. Citizens were invited to attend the meetings to learn about the programs and services available to them through the CDBG and HOME programs. Citizens expressed their neighborhood's housing and community development needs and prioritization of grant expenditures during the ensuing five-year consolidated planning period. Attendants were also provided paper copies of the 2013 Survey, discussed below.

### Housing and Community Development Needs Survey

In order to evaluate public opinion of specific housing and community development needs, the City elected to use a Needs Survey instrument comprised of 40 questions, in which the respondent was asked to rank the level of need for a particular service, capital improvement, and public benefit. Questions about specific needs were grouped into these areas:

- Housing Needs;
- Homeless Needs;
- Public Service Needs;
- Infrastructure Needs; and
- Economic Development Needs.

The City distributed the survey through multiple methods, which included advertisement in newspapers of local circulation (Daily News and Burbank Leader) regarding an on-line survey; distribution of surveys to the City's five focus neighborhoods; delivering the survey to local non-profits, the chamber of commerce, faith-based groups, local committees/groups, the Burbank Unified School District, Burbank Libraries, and Community Centers. In addition, the City created an on-line survey accessible from the City's website.

Together, these efforts resulted in a total of 68 residents completing the Needs Survey. Survey responses were then totaled to provide an overall average need rating for each activity. The top ten needs identified had an average ranking of 6.5 and included: Job Creation/Job Training; New Affordable Rental Housing; Youth Centers; Street and

Sidewalk Improvements; Health Services; Community Centers and Parks/Recreation Facilities; Senior Citizen Services; Youth Services; Crime Awareness; and Homeownership Housing and Assistance.

## **Expected Resources**

### **Expected Resources (AP-15)**

The City of Burbank will utilize and pursue a variety of public and private resources to provide decent housing, suitable living environments, and expanded economic opportunities for its residents. The following section summarizes the major sources of potential funding to carry out housing and community development activities and the City's estimated funding levels for formula grant programs (CDBG and HOME).

#### Public Sector

The City utilizes federal resources from CDBG, HOME, and Public Housing Assistance (Section 8) as the foundation for implementing the five-year Strategic Plan as described on Table 4. CDBG funding primarily addresses the high priority needs identified in the Consolidated Plan, which includes: public/community services; public facility improvements; infrastructure improvements; economic development; and program administration. The estimated CDBG entitlement amount for FY 2017-18 is \$876,707. Program income and prior year funds total \$128,755 resulting in a total of \$1,005,462 in CDBG funds for the year. HOME estimated funds for FY 2017-18 total \$368,631 for affordable housing activities. The estimated Section 8 Housing Choice Voucher renewal funding totals \$7,770,000 for FY 2017-18 in housing assistance payments. Finally, the Burbank Housing Authority estimated total for Continuum of Care (CoC) Permanent Supportive Housing Voucher Program for FY 2017-18 is \$452,048.

Table 4 – Anticipated Resources							
Program	Source of Funds	Uses of Funds	Public Sector Funds				Narrative
			Expected Amount in FY 2017-18				
			Annual Allocation	Program Income	Prior Year Funds	Total	
CDBG	Public-federal	Administration; capital projects; economic development and public services	\$876,707	\$69,533	\$59,222	\$1,005,462	The FY 2017-18 allocation for projects and programs is as follows: administration (20%); public services (15%); and capital/economic development (65%). Public services and administration are excluded from using prior year funds.
HOME	Public-federal	Administration; Acquisition and rehabilitation of multi-family units to create permanent affordable rental housing	\$368,631	\$0	\$0	\$368,631	FY 2017-18 allocation for affordable housing activities and program administration.
Section 8 Housing Choice Voucher Program	Public-federal	Rental Assistance Only	\$7,770,000	\$0	\$0	\$7,770,000	Section 8 Housing Choice Vouchers provide rental subsidies to extremely low income individuals and families from the Housing Authority’s waiting list.
Permanent Supportive Housing	Continuum of Care	Rental Assistance, Administration, Supportive Services	\$452,048			\$452,048	The Permanent Supportive Housing Vouchers will provide rental assistance to individuals and families who are meet the definition of chronic homelessness
					Total	\$9,596,141	

### Private Sector

The City may also work with the lending community to provide dollars to meet the City's needs through the Community Reinvestment Act (CRA) such as economic development activities and assistance to first-time homebuyers.

## Leveraging

The City leverages resources among the formula grant programs. For example, the CDBG program is leveraged by a variety of sources, including: private and public investment; in-kind services; and City General Funds. The match requirement of 25 percent of the total HOME funds drawn down for projects continues to be met by former redevelopment tax increment credits. As a result of the elimination of redevelopment tax increment, the City will be utilizing a match carry-over credit surplus derived from prior contributions by the former Burbank Redevelopment Agency for the development of affordable housing activities. The match carry-over credit surplus is approximately \$8,030,769.

The City will also pursue competitive public and private grants for the development and preservation of programs, housing, and services. During FY 2017-18, the City will consider competing for federal, state and private resources available for housing and community development opportunities listed on Table 5 as feasibly appropriate.

<b>Table 5 Federal, State and Private Resources Available for Housing and Community Development Activities Competitive Programs</b>		
<b>Program</b>	<b>Description</b>	<b>Eligible Activities</b>
Emergency Solutions Grant (Federal)	Provides assistance to address the community's overall efforts to impact homelessness and align with local priorities, ensure that households experiencing homelessness, including those with high barriers to housing stability or high-service needs are able to participate in ESG-funded activities, and shorten the length of time people experience homelessness.	Street Outreach and Emergency Shelter, Homeless Prevention, Rapid Rehousing Assistance, and local grant administration.
Permanent Supportive Housing	Provides permanent housing aid with supportive services to be provided with other sources of funds. Assistance provided to homeless people with disabilities and their families. Selection is on a nationwide competitive basis.	Tenant based rental assistance

**Table 5 (continued)**  
**Federal, State and Private Resources Available for**  
**Housing and Community Development Activities**  
**Competitive Programs**

Lending Community (Private)	The Community Reinvestment Act (CRA) requires certain regulated financial institutions to achieve goals for lending in low- and moderate-income neighborhoods. As a result, most of the larger private lenders offer one or more affordable housing programs, such as first-time homebuyer, housing rehabilitation, or new construction	Varies, depending on individual program offered by private lenders.
Home For Good Funder's Collaborative (Private)	Public and private funders have created a Funder's Collaborative by aligning funding for permanent supportive housing, a critical solution to end chronic homelessness.	Capacity Building, Permanent supportive housing creation and operations, and supportive service grants for the homeless.

## Annual Goals and Objectives

### Annual Goals and Objectives (AP-20)

Table 6 represents a series of matrices representing the goals, strategies, and objectives of activities that serve low to moderate income persons consistent with the HUD National Objectives: 1) providing decent affordable housing; 2) creating a suitable living environment; and 3) creating economic opportunities. Program and Project accomplishments are submitted in the City's Consolidated Annual Performance and Evaluation Report.

<b>Table 6</b> <b>Five Year Goals and Objectives</b> <b>Annual Action Plan Goals by Program Year</b>										
<b>Goals/ Objectives</b>	<b>Five Year Activities</b>	<b>Estimated Five Year Funding<sup>1</sup></b>	<b>Goal Outcome Indicator</b>	<b>Five-Year Goal<sup>2</sup></b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>% planned</b>
Focus Neighborhood Revitalization – provide access to affordable rental housing	Acquire and rehabilitate properties in the City's five focus neighborhoods; create permanent affordable housing for individuals, families, and special need	HOME: \$1,400,000 Other:	Rental units rehabilitated	15 units	3 units	3 units	11 units	TBD	TBD	110%

<sup>1</sup> Five-year funding for federal programs is based on funding projections for HOME, CDBG, and Section 8 during the Consolidated Plan period. Annual funding allocations during the Consolidated Plan period are subject to change on a year by year basis.

<sup>2</sup> The five-year goals are based on quantifiable measures over the term of the Consolidated Plan and extent of other non-federal resources and programs available to address these goals, as described in the funding strategy of the Consolidated Plan.

	households; leverage private and public resources; and create affordable units from very low to low-moderate income households.									
Section 8 Rental Assistance – Address the need for affordable rental housing	Assist an estimated 1,014 households annually. Provide rental assistance to households from the Burbank Housing Authority waitlist.	Section 8: \$39,000,000	Availability of Decent Housing	1,014 households	1,014	990 – 1,014	990 – 1,014	990-1,014	TBD	97%
Infrastructure – Community Facilities	Provide support for the development, rehabilitation, accessibility, and preservation of community centers, parks, recreational areas, etc.	CDBG: \$1,000,000	Capital Improvements	5 projects	1	1	1	3	TBD	120%
Infrastructure – Streets and Sidewalks	Provide support for the reconstruction	CDBG: \$2,500,000	Availability and Accessibility to	5 projects	1	1	1	1	TBD	80%

	of streets, sidewalks, and other infrastructure improvements. Complete a total of 5 projects in the next five		Suitable Living Environments							
Youth Services	Provide youth counseling, tutoring, and mentoring programs	CDBG: \$240,000	Availability and Accessibility to Suitable Living Environments	6,475 youth	363	239	374	TBD	TBD	15%
Child Care Services	Offer childcare programs for single or dual working parents	CDBG: \$30,000	Availability and Accessibility to Suitable Living Environments	50 families	9 families	11	12	TBD	TBD	64%
Emergency Services	Provide emergency services to homeless and those at-risk of homelessness	CDBG: \$250,000	Availability and Accessibility to Suitable Living Environments	5,000 clients	736 clients	795	767	TBD	TBD	46%
Disability Services	Offer services for the disabled	CDBG: \$48,000	Availability and Accessibility to Suitable Living Environments	500 clients	3 clients	1	16	TBD	TBD	4%
Senior Services	Offer services to low and moderate income seniors	CDBG: \$30,000	Availability and Accessibility to Suitable Living Environments	100 seniors	40 seniors	53	175	TBD	TBD	268%
Health Services	Offer services to low and moderate income households	CDBG: \$115,000	Availability and Accessibility to Suitable Living Environments	1,275 individuals	295 individuals	398	327	TBD	TBD	80%



Other Public Services	Offer other services such as fair housing, literacy, and services for immigrants	CDBG: \$152,000	Availability and Accessibility to Suitable Living Environments	1,575 Individuals	264 individuals	28	152	TBD	TBD	28%
Employment Training	Enhance the availability of economic opportunity through employment training programs	CDBG: \$200,000	Availability and Accessibility to Economic Opportunity	475 individuals	44 individuals	18	23	TBD	TBD	17%
Job Creation	Create employment opportunities by expanding partnerships in the private and public sector for homeless veterans	CDBG: \$140,000	Availability and Accessibility to Economic Opportunity	25 individuals	0 individuals	0	8	TBD	TBD	32%

## Affordable Housing (AP-55)

Table 7 below includes proposed accomplishments for CDBG, HOME, and Section 8 for FY 2017-18. The City is proposing to achieve one year accomplishments based on the goals and objectives listed in Table 6. The categories pertaining to the Homeless Goals include: emergency services, case management, counseling, job placement, resume building, social services, and general assistance to the homeless and those at-risk of homelessness. Non-Homeless Goals include youth programs, child care, senior services, health awareness and other public services. Special Need Goals include services for the disabled, mentally ill, and substance and alcohol abuse. The goals for the number of households to receive permanent housing are derived from the Section 8 Program, acquisition of multi-family housing as permanent affordable housing units, and Permanent Supportive Housing Vouchers.

<b>Table 7 – Affordable Housing Accomplishments (Supportive Services and Permanent Housing)</b>	
<b>FY 2017-18 Goals for the Number of Households to receive Supportive Services</b>	<b>FY 2017-18 Goals for the Number of Households to receive Permanent Housing:</b>
Homeless: 20	Rental Assistance: 1,010 (based on FY 2017-18 renewal funding & new Permanent Supportive Housing vouchers)
Non-Homeless: 990	The Production of New Units: 0
Special Needs: 0	Rehabilitation of Existing Units: 0
Total: 1,010	Acquisition of Existing Units: 0
	Total: 1,010

## Summary of Projects (AP 35 and 38)

The City of Burbank will utilize CDBG and HOME funds to support several of the proposed Projects and Programs described on Table 8. There are a total of 21 proposed activities for FY 2017-18. On April 25, 2017, the City Council will consider CDBG funding allocations for FY 2017-18 CDBG Projects and Programs. The estimated funding for FY 2017-18 is described in the Proposed Statement of Community Development Objectives for Community Development Block Grant, included in the Appendices.

<b>Table 8</b> <b>CDBG and HOME</b> <b>Summary of Proposed Projects/Programs and Estimated Funding Request</b> <b>FY 2017-18</b>				
<b>Agency/Project Name</b>	<b>Target Area</b>	<b>Goals Supported</b>	<b>Needs Addressed</b>	<b>Proposed Activity &amp; Estimated Funding Request</b>
<b>Affordable Housing (Non-Section 8 or Permanent Supportive Housing) – Capital Project</b>				
Burbank Housing Authority - Expand Affordable Housing (Capital P Project)	Very Low to Low Income households	Create affordable rental housing in the City's five focus neighborhoods	Availability/Accessibility to affordable housing	HOME: \$331,768
<b>Capital/Economic Development Projects</b>				
Burbank Boys and Girls Club – Rehabilitation of Donated Bungalows	Low-Moderate persons	Public Facilities	Accessibility to services	CDBG: \$300,000
Burbank Temporary Aid Center – Work Initiative Program	Low-Moderate persons	Job Creation	Accessibility to services	CDBG: \$100,000
Parks and Recreation Department – Lundigan Park Renovation Project	Low-Moderate Persons	Public Facility	Accessibility to services	CDBG: 300,000

Public Works Department – Street and Sidewalks	Low-Moderate Persons	Infrastructure Improvements	Accessibility to services	CDBG: \$1,027,000
<b>Public Service Programs</b>				
Armenian Relief Society - Social Service Programs	Low-Moderate persons	Other Public Services	Availability/Accessibility to services	CDBG: \$10,600
BCR – Expand offsite activities for clients	Low-Moderate persons	Disabled Services	Accessibility to services	CDBG: \$12,106
Boys and Girls Club of Burbank – Drop In Teen Program	Low-Moderate persons	Youth Services	Accessibility to services	CDBG: \$20,000
Burbank YMCA – Learn Grow, Thrive Program	Low-Moderate persons	Youth Programs	Accessibility to services	CDBG: \$28,700
Burbank Coordinating Council - Summer Campership Scholarships	Low-Moderate persons	Youth Services	Availability/Accessibility to services	CDBG: \$12,250
Burbank Noon Lions - Programs for the Indigent	Low-Moderate persons	Health Services	Availability to services	CDBG: \$4,000
Burbank Temporary Aid Center - Emergency Services	Low-Moderate persons	Homeless	Availability to services	CDBG: \$50,000
Burbank Unified School District - Summer Youth Employment Training Program	Low-Moderate persons	Employment Training	Availability to services	CDBG: \$34,919
Burbank Youth Center - basketball camps for youth ages 3 – 12 years of age	Low-Moderate persons	Youth Services	Availability to services	CDBG: \$30,000

Family Promise of the Verdugos - Case Management and Job Development	Low-Moderate persons	Homeless	Availability to services	CDBG: \$15,350
Family Service Agency - C.A.R.E Cottages, transitional housing for victims of domestic violence	Low-Moderate persons	Homeless	Availability to services	CDBG: \$40,000
Housing Rights Center - Fair housing counseling	Low-Moderate persons	Administration	Availability to services	HOME: \$20,000
Kids Community Dental Clinic - Dental Services Program	Low-Moderate persons	Health Services	Availability/Accessibility to services	CDBG: \$24,096
Salvation Army by its Burbank Corps - Service Connection Day	Low-Moderate persons	Homeless	Availability/Accessibility to services	CDBG: \$10,000
<b>Administration</b>				
Community Development Department	Grant Management	Administration	Program support and MS&S	CDBG: \$189,248
Community Development Department	Grant Management	Administration	Program support and MS&S	HOME: \$36,863

## Geographic Distribution (AP-50)

### Addressing Underserved Needs

The City must describe the distribution of funding by geographic areas, including the areas of low-income and minority concentration in which the City will direct assistance during the 2017-18 program year. The City estimates that a major percentage of CDBG funds will be used city-wide. However, HOME funds will target low to moderate-income persons residing in low-income neighborhoods or areas of minority concentration. The City has identified five of these areas, also known as Focus Neighborhoods. The Community Development Department manages the Focus Neighborhood Revitalization which includes: Verdugo-Lake; Elmwood; Golden State; Peyton-Grismer; and Lake-Alameda neighborhoods. Within these neighborhoods, the City invests HOME and other local affordable housing funds, in partnership with affordable housing developers, to acquire, rehabilitate, and create new affordable housing units for low to moderate income households. In exchange for HOME and public fund investments, the City will require long-term affordable housing restrictions to run with the land.

<b>Table 9 - Geographic Distribution (Citywide unless specified)</b>	
<b>Target Area</b>	<b>Percentage of Funds</b>
Focus Neighborhood Revitalization ( low-income neighborhood)	<b>HOME: 100%</b>
Preserve Affordable Rental Housing	<b>Section 8: 100%</b>
Community Centers /Parks and Recreation Facilities	
Infrastructure Improvements (low income neighborhood)	<b>CDBG: 65%</b>
Youth Services	
Childcare Services	
Emergency Services	
Disability Services	
Senior Services	
Health Services	
Other Public Services	
Employment Training	

## **Public Housing (AP-60)**

No public housing is located in Burbank. The Burbank Housing Authority administers the Housing Choice Voucher (Section 8) Program, but does not own any project-based rental assistance housing.

## **Homeless and Other Special Needs Activities (AP-65)**

For many years, the City has confronted the challenge of homelessness through multiple arenas that have involved partnerships and coalitions, financial contributions, and indirect participation in serving the homeless in the community.

### **One-Year Goals and Actions to Reduce and End Chronic Homelessness**

In an ongoing effort to continue to address the needs of the homeless and those at-risk of homelessness, the City will continue its partnerships with experienced service providers capable of leveraging other funding; the ability to create or secure affordable housing; perform homeless case management; and engage the homeless through a street outreach component in order to connect them to available services. The City's goal is to expand on current homeless programs and activities with a greater emphasis on homeless veterans and families to assist with their successful transition toward self-sufficiency.

**Street Outreach:** A component of the City's efforts to reach out to homeless persons involves a year-round Burbank Street Outreach Program. During the period of inclement weather, this program connects the homeless to the Regional Winter Shelter Program in Los Angeles County/City and other affordable housing programs. The Program also promotes the City's participation in the Los Angeles Continuum of Care Coordinated Entry System, and pairing the homeless to mental health/supportive services, permanent supportive housing, case management, and emergency assistance, as appropriate. The City approved funding for a year-round Street Outreach Program as of September 1, 2016.

**Burbank Mental Health Evaluation Team:** In 2012, the Burbank Police Department (BPD) aligned with the Los Angeles County Department of Mental Health and created a co-response police/mental health clinician model (Burbank Mental Health Evaluation Team, or BMHET) to address the growing needs of those suffering from mental illness and homelessness. BMHET is comprised of BPD officers and a licensed Department of Mental Health clinician, and is used to respond to calls for service where subjects appear to have mental health disorders. Once on scene, BMHET determines if further mental health treatment is required, utilizing the various resources available through the LA County Department of Mental Health. By providing sustained mental health care for homeless in need, the City hopes to reduce the number of individuals facing chronic

homelessness. The City has integrated the new BMHET into its Consolidated Plan Homeless Strategy.

**Continuum of Care:** Burbank is a part of the Los Angeles Homeless Services Authority (LAHSA), the lead agency in the Los Angeles City/County Continuum of Care (LA CoC). In recent years, Burbank expanded its' relationship with LAHSA to support regional efforts of ending homelessness for individuals, families, and veterans. In January 2017, Burbank participated in the annual Greater Los Angeles Homeless Count for the LA CoC. The data collected will be released in summer of 2017. However, latest count results from the 2016 "point in time" indicated 46,874 people experience homelessness in the City/County, reflecting a 5.7 percent increase from the 2015 count totaling 44,359.

The 2016 count identified a total of 120 unsheltered and 47 sheltered homeless in Burbank. The City's sheltered homeless included individuals in transitional housing; Glendale's Emergency/Winter Shelter Program who reported they were from Burbank; and homeless persons in families that were part of the Family Promise of East San Fernando Valley Program. Utilizing LAHSA's factors, the 167 sheltered and unsheltered homeless counted translates to an estimated 492 persons experiencing homelessness in Burbank over an entire year as described in Table 10.



Table 10: Burbank Homeless Assessment						
Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Shelt-ered	Unshelt-ered	492			
Persons in Households with Adult(s) and Child(ren)	47	120	167			
Persons in Households with Only Children	0					
Persons in Households with Only Adults	3		4			
Chronically Homeless Individuals		120	159			
Chronically Homeless Families		0				
Veterans		0				
Unaccompanied Child		0				
Persons with HIV		0				

Data Source: LAHSA 2016 Point In Time Count

### Addressing Emergency Shelter and Transitional Housing Needs

**Shelters:** Burbank addresses the emergency needs of the homeless and other persons needing emergency shelter by actively participating in programs administered by public and quasi-public agencies. While no permanent year-round low-barrier shelter exists within Burbank, from December 1, 2016 up until March 31, 2017, various winter shelter beds in Los Angeles County/City are available to Burbank homeless. The winter shelter within a 10 mile proximity to Burbank is the Sylmar Winter Shelter, a 170-bed program operated by Hope of the Valley. The shelter is located at 12860 Arroyo Street, Sylmar. The City of Burbank and Hope of the Valley provided a shuttle pick-up & drop-off from December 2016 – February 2017. The City of Burbank also provided bus fare to

homeless who wish to access the winter shelters.

The City supports the motel voucher assistance program administered by the Burbank Temporary Aid Center (BTAC) providing motel vouchers to homeless persons and families.

In addition, Family Promise of the Verdugos, a non-profit organization, serves circumstantial homeless families by providing emergency shelter and supportive services. Family Promise is dedicated to moving families with children from homelessness to lasting self-sufficiency. Associated with the national network of the same name, Family Promise advances a highly effective, sustainable and expandable service delivery drawing on resources of the faith community, churches, synagogues, mosques, and temples. The three main components of the program are outreach and screening, transitional housing, and extensive counseling and case management.

**Transitional and Permanent Supportive Housing Programs:** Since 1997, the City has partnered with Burbank Housing Corporation, a certified Community Housing Development Organization, to develop affordable housing by acquiring and rehabilitating deteriorated properties in the City's five Focus Neighborhoods (Elmwood, Verdugo-Lake, Peyton-Grismer, Golden State and Lake-Alameda). This partnership has created an avenue for the City to commit and expend HOME fund allocations. Since the program's inception, 316 affordable rental units have been created through this partnership. These efforts include units for the City's Transitional Housing Program that supports victims of domestic violence, homeless families, and young adults/emancipated youth.

The Burbank Housing Corporation owns and operates 26 transitional and permanent supportive housing units which consist of seven units for homeless families in the Golden State Focus Neighborhood (2406 Naomi Street and 2615 Thornton Avenue); three units for young adults/emancipated youth in the Lake-Alameda Focus Neighborhood (225 Linden Avenue), five transitional units for victims of domestic violence, and 11 permanent housing units for veterans (1101 W. Verdugo Ave).

The Family Service Agency, in partnership with the Burbank Housing Corporation, operates a comprehensive domestic violence intervention/prevention program by providing clients transitional housing. The program is targeted towards women with children serves all members of the family with core services from individual mental health care, parent support groups, family counseling, and therapy for youth and adult survivors, just to name a few. Family Service Agency has been serving the Burbank community as of 1991.

The Burbank Housing Authority submitted a grant renewal to the U.S. Department of Housing and Urban Development for federal Permanent Supportive Housing Vouchers. The Housing Authority was notified of the grant renewal for FY 2016-17.

## **Helping Low-Income Individuals and Families Avoid Becoming Homeless**

Diversion to housing and services outside of the transitional homeless services is critical in preventing homelessness. The City works closely with housing advocates, non-profits, and local organizations to help individuals and families avoid becoming homeless.

The City of Burbank will propose a comprehensive Homeless Plan to address the systemic issues surrounding homelessness. The Homeless Plan will contain an in-depth analysis of homelessness in Burbank, proposed measures & outcomes, and identify possible solutions, funding, and barriers to addressing the needs. The Homeless Plan will be considered by City Council in September of 2017.

**Homeless Prevention:** For FY 2017-18, the City of Burbank will propose to contract for fair housing services that will consist of a range of services to ensure equal housing opportunities for its residents and homeless prevention, as applicable. Further, the City's Landlord-Tenant Commission serves to minimize evictions and unjust rent increases by mediating disputes between tenants and landlords (a contributing factor to homelessness).

**Case Management Program:** Homeless individuals or families and those at-risk of homelessness have the opportunity to voluntarily participate on a Case Management Program offered by the Burbank Temporary Aid Center. Participants are connected to supportive services, treatments, public resources and support groups.

Since 1991, Family Service Agency of Burbank has been providing comprehensive domestic violence intervention/prevention programs serving all members of the family. Services are provided by uniquely skills intervention teams that include: clinical staff; peer advocates; resource specialists; legal advocates; parent/financial educators; and supervisors who are committed to the care of clients 24 hours a day/7 days a week.

**United Way of Greater Los Angeles:** Since March 2012, the City has supported the United Way of Greater Los Angeles' Home For Good Initiative dedicated to ending chronic and veteran homelessness in greater Los Angeles. The United Way will assist communities with leveraging public resources, providing technical assistance, and providing solutions to end homelessness.

**Other Programs and Activities:** Homelessness is never solved by one entity; therefore, City departments continue to work together with local nonprofits, the business community, and faith-based/charitable organizations to deliver services and find solutions to homelessness. Historically, the City has demonstrated its support in delivering services to the most vulnerable individuals and families. In partnership with a number of experienced service organizations, the City has been able to create housing and public services with the use of federal funds from Community Development Block Grant (CDBG) and HOME Investment Partnership Programs.

It is important that the City play a critical role in helping service providers plan programs and services in addition to providing financial resources. Again, solving homelessness

will take a multitude of fully engaged organizers. The following are a few examples of measured investments that have created a positive return for Burbank. However, much more is needed in order to address the increasing number of homeless in Burbank and their service needs.

- Creating affordable transitional and permanent housing units;
- Leveraging the City's public resources expand our support for homeless projects and programs;
- Delivering mental health services and intervention; and
- Receiving and implementing a Permanent Supportive Housing Voucher Program for chronically homeless individuals and families.

While the City of Burbank and its partners have made significant strides in addressing the needs of the homeless, a gap remains in addressing public health and safety and the systemic cause of homelessness. By working together with local, County, and City of Los Angeles partners, the City can begin to build a comprehensive Homeless Plan for City Council consideration in September of 2017.

The Homeless Plan will be a proactive approach on homelessness by 1) creating action-oriented solutions that address the ongoing systemic social issues of homelessness impacting our community; 2) A coordination of efforts to address homelessness with City Departments, public and private entities, businesses, and community involvement; and 3) a description of funding, barriers, and measurable outcomes.

## **Barriers to Affordable Housing (AP-75)**

The City of Burbank is making significant efforts to identify housing problems and reshape its policies and programs to meet the community's needs in the coming years. These efforts include:

Governmental regulations through the implementation of land use plans and ordinances as well as through growth management restrictions can affect the price of housing in a community. However, such regulations are also designed to ensure the health, safety, and compatibility of uses within the City. The following evaluates various governmental regulations in effect in Burbank.

The Land Use Element of Burbank2035 (General Plan) and implementing Zoning Ordinance directly impact the amount, size, type, location and thus, cost of residential development. The control over land use is designed to ensure that new housing is compatible with adjacent uses and built to the standards of quality and livability of the City's neighborhoods. The Burbank2035 Land Use Element permits a broad range of housing types and densities that address the housing needs of residents. Densities range from up to 14 dwelling units per acre (du/ac) in the Very Low Density Residential (R-1 and R-2) zone to 43 du/acre in the High Density Residential (R-4 and R-5) zones. The Land Use Element includes opportunities for new housing types such as, live-work units, transit-oriented and mixed-use residential development.

Virtually all residential neighborhoods in Burbank are fully built-out. In order to accommodate needed housing while preserving existing neighborhoods and hillside areas, Burbank2035 directs new housing growth into the Downtown, the Media District, and onto mixed use corridors, providing more residents within walking distance of services, activities and public transportation. The Burbank Center Specific Plan has already proven successful in bringing housing to the Downtown and South San Fernando corridor, which in turn is contributing to the re-generation of the area.

The City's Zoning Ordinance sets forth the standards for residential development. These include density, setbacks, lot area, lot coverage, height, and parking standards. The City's zoning and development standards can encourage a variety of housing types. In addition to single-family and multi-family units in a range of densities, Burbank also permits second units and manufactured housing on lots zoned for single-family residential use. Licensed community care facilities serving six or fewer persons are permitted by right in residential zones. Emergency shelters for the homeless are permitted use in the M-2 General Industrial Zone and permitted with a Conditional Use Permit in the M-1 Limited Industrial Zone and BCCM Burbank Center Commercial Manufacturing Zone. The Burbank Zoning Code accommodates transitional housing differently depending on the project's physical structure: group-style transitional housing could be accommodated similar to community care facilities, whereas multi-family transitional housing configured with separate units could be accommodated by right in any of Burbank's multi-family districts.

Burbank has a strong history of supporting affordable housing. The City has adopted

numerous provisions in its Zoning Ordinance that facilitate a range of residential development types and encourage affordable housing, including an inclusionary housing ordinance, density bonus ordinance, and planned development zone. In addition, the City and its former Redevelopment Agency have played an active role in supporting affordable

DRAFT

and mixed income projects within the greater Downtown and Neighborhood Focus Areas.

### **Other Actions (AP-85)**

The Consolidated Plan documents that more than half of Burbank's low and moderate-income renter households face a cost burden, with 52% facing a severe cost burden. Through a focus group of stakeholder's, service providers in Burbank identified an increase in the homeless population in Burbank, with a significant number of homeless with mental health issues. In addition, LAHSA's 2016 point in time count identified 167 homeless individual and families in Burbank. In response to attempting to meet the needs of the underserved, a significant amount of the City's housing resources are directed towards creating affordable housing and providing services to low and moderate income persons through Section 8, CDBG, and the HOME Investment Partnership Programs during FY 2017-18.

Burbank has a strong history of supporting affordable housing. The City has adopted numerous provisions in its' Zoning Ordinance that facilitate a range of residential development types and encourage affordable housing, including an inclusionary housing ordinance, density bonus ordinance, and planned development zone. In addition, the City and its former Redevelopment Agency have played an active role in supporting affordable and mixed income projects within the greater Downtown and Focus Neighborhood areas.

The City will ensure that affordable housing preservation and the fostering of new opportunities continue to expand through a combination of efforts, which include:

- Monitoring of long-term rental restricted affordable units;
- Pursue alternative funding sources for rent subsidies, such as Permanent Supportive Housing, transitional housing, and U.S. Department of Housing and Urban Development Veteran Affairs Supportive Housing Vouchers;
- Provide tenant and landlord educational workshops regarding Fair Housing, tenant rights, and unlawful discrimination; and
- Continue to explore regulatory incentives and funding to develop affordable rental housing.

### **Reducing Lead Based Paint Hazards**

As a means of better protecting children and families against lead poisoning, in 1999 HUD instituted revised lead-based paint regulations focused around the following five activities:

- Notification
- Lead Hazard Evaluation

- Lead Hazard Reduction
- Ongoing Maintenance
- Response to Children with Environmental Intervention Blood Lead Level

The City has implemented HUD Lead Based Paint Regulations (Title X), which requires federally funded rehabilitation projects to address lead hazards. To reduce lead-based paint hazards in existing housing, all acquisition and rehabilitation projects undertaken by recipients of federal funds must test for lead and asbestos. In the event that a lead-based paint hazard is present, the City or recipient of federal fund contracts with a lead consultant for abatement or implementation of interim controls, based on the findings of the report. The recipient of federal funds must notify tenants of the results of the test and the clearance report. In Section 8 Programs, staff annually inspects units on the existing program and new units as they become available. In all cases defective paint surfaces must be repaired. In situations where a unit is occupied by a household with children under the age of six, corrective actions will include testing and abatement if necessary, or abatement without testing.

Further, the City places brochures on the risks of lead based paint in the offices of the Community Development Department for the benefit of the public. The documents are provided by the Los Angeles County Childhood Lead Prevention Program (CCLLP) and HUD. CCLLP is responsible for enforcement of L.A. County's Lead Abatement Ordinance, including inspection, regulations and consultation. The CCLPP may also provide the City with the address of any household where there is evidence of lead poisoning or elevated blood levels in children, or any other evidence of lead from a physical inspection of the property.

### **Reduce the Number of Poverty-Level Families**

Based on the Consolidated Plan's Needs Assessment and available resources for program year 2017-18, the City will allocate available resources (CDBG and HOME) to support public service programs for the benefit of low to moderate-income residents. The City will also expand and create new partnerships with service providers and community based organizations to provide community enrichment programming, affordable housing, case management services, and the development of life skills and self-sufficiency. These actions will be achieved by:

- Seeking opportunities to create new affordable housing by leveraging limited funding resources with private, federal, and state governmental subsidies and grants;
- Supporting permanent supportive housing for chronically homeless veterans by fostering effective supportive services that will promote self-sufficiency;
- Allocating 15 percent of CDBG entitlement funds for public services;
- Supporting case management services for homeless individuals and families and those at risk of becoming homeless; and
- Providing a range of economic development opportunities for economic growth



that may benefit low to moderate income residents.

### **Developing Methods to Deliver Services and Programs**

The City must provide a summary of the institutional structure and/or method through which it will carry out its Consolidated Plan, including gaps in the delivery system.

The City will proactively work with non-profit agencies, for-profit developers, quasi-public entities, advocacy groups, clubs, and organizations, the Burbank Chamber of Commerce, neighborhood leadership groups, City departments and with the private sector to implement the City's five-year strategy to address the priority needs outlined in the Consolidated Plan for Fiscal Years 2013/2014 – 2017/2018. Engaging the community and partners in the delivery of services and programs for the benefit of low to moderate residents will be vital in the overcoming gaps in service delivery.

In terms of homelessness, the Burbank Housing Authority has adopted a waiting list preference for Burbank homeless. The City will utilize the waiting list preference to address the housing needs of the homeless, which partially addresses a gap in the accessibility of housing for the homeless in the community. The City of Burbank is also engaged in collaborative efforts that promote the use of the Coordinated Entry System and Homeless Family Solutions System in new affordable housing programs that target homeless and at-risk of homelessness individuals, families, emancipated youth, and veterans.

In addition, the City will continue to emphasize and solicit public input from the Burbank community in regards to the delivery of services and programs that will benefit low to moderate income persons. These methods include but are not limited to: public meetings and/or hearings; publications requesting public comment related to a Consolidated Plan, Annual Action Plan, or other federal compliance documents/activities; engaging low-income residents, seniors, persons with disabilities, and special need populations in seeking their input on public policy; and utilizing the Community Development Goals Committee, consisting of nine Burbank residents, as a forum to allocate CDBG funding for eligible projects and programs.

### **Enhancing Coordination Between Public and Private Housing and Social Service Agencies**

In an ongoing effort to bridge the gap of various programs and activities, the City has developed partnerships and collaborations with local service providers and City departments that have been instrumental in meeting the needs and demands of the homeless, low income individuals and families, and other special needs. The City will continue to expand on developing partnerships with public service organizations throughout FY 2017-18.

## Program Specific Requirements

### Program Specific Requirements (AP-90)

*Community Development Block Grant Program (CDBG)*

*Reference 24 CFR 91.20. (I)(1)*

The City of Burbank participates in HUD's CDBG Program that be used for creating decent affordable housing, suitable living environments, and economic opportunities. The new program year will begin on July 1, 2017 to June 30, 2018. The CDBG entitlement allocation is \$876,707.

The following information identifies CDBG Program Income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed? *The City's CDBG Program Income for FY 2017-18 has been programmed.*
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan? *The City does not participate in the Section 108 Loan Guarantee Program.*
3. The amount of surplus funds from urban renewal settlements? *The City does not receive any urban renewal settlement funds*
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan? *At this time, there have been no additional grant funds returned to the line of credit for new activities or programs.*
5. The amount of income from float-funded activities? *The City's CDBG Program does not receive income from float-funded activities.*
6. The amount of urgent need activities? *The City's CDBG Program will not have activities to fund for FY 2017-18 under urgent needs.*

*HOME Investment Partnership Program (HOME)*  
*Reference 24 CFR 91.220(l)(2)*

The City of Burbank participates in HUD's HOME Program that can be used to promote affordable housing in the City through activities such as homeowner rehabilitation, homebuyer activities, rental housing development, and tenant-based rental assistance. The Program Year will commence on July 1, 2017 to June 30, 2018. The HOME entitlement allocation is \$368,631.

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows: *The City will utilize its HOME Program for activities identified under Section 24 CFR 92.205 (Eligible Activities).*
2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254 is as follows: *Historically, the City's HOME Program has been utilized for creating affordable rental housing. In the event that HOME funds are used for homebuyer activities, the City will prepare guidelines to be used for the resale and recapture of HOME funds in accordance with 92.254 (Homeownership).*
3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows: *Historically, the City's HOME Program has been utilized for creating affordable rental housing. In the event that HOME funds are used for homeownership assistance, a policy on affordability requirements and guidelines for resale or recapture of HOME funds will be prepared in accordance with 24 CFR 92.254(a)(4) – Periods of Affordability.*
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows: *The City does not own or operate rental units secured with multifamily housing and rehabilitated with HOME funds. However, if the City chooses to utilize HOME funds to refinance HOME assisted affordable rental units, at a minimum, the City will:*
  - a. *demonstrate the rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing;*
  - b. *Require review of management practices to demonstrate that disinvestment in the property has not occurred, that the long term needs of the project can be met and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated;*
  - c. *State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both;*
  - d. *Specify the required period of affordability, whether it is the minimum 15 years or longer;*
  - e. *Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a Focus Revitalization*

- Neighborhood; and*
- f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any Federal program, including CDBG.*

DRAFT

## Appendix

DRAFT

**CITY OF BURBANK, CALIFORNIA  
PUBLIC NOTICE**

Proposed Statement of Community Development Objectives  
and Estimated Community Development Block Grant Funds for Fiscal Year (FY) 2017-2018  
of the City of Burbank Consolidated Plan for FY's 2013-2014 through 2017-2018

The City of Burbank is soliciting public review and comment on the proposed Annual Action Plan for FY 2017-2018.

The Annual Action Plan will be submitted to the U.S. Department of Housing and Urban Development (HUD) to administer federal entitlement programs such as the Community Development Block Grant Program (CDBG) and HOME Investment Partnership Program (HOME) under the City's adopted Consolidated Plan. For purposes of CDBG planning and implementation of activities for FY 2017-2018, the table below describes the estimated funding resources. HOME programs and projects are funded on a project-by-project basis at any given time; therefore, HOME is excluded from the funding resources table.

**FISCAL YEAR 2017-2018 ESTIMATED CDBG GRANT FUNDS**

<i>CDBG Fund Source</i>	<i>Fund Amount</i>
FY 2017-2018 Entitlement	\$876,707.00
Program Income (FY 2016-2017)	\$69,533.00
Prior Year Funds	\$59,222.00
<b>Total Funds Available</b>	<b>\$1,005,462.00</b>

**CDBG ALLOCATION BY CATEGORY**

Capital and Economic Development Projects (minimum allowable)	\$674,278.00
Public Services (maximum allowable)	\$141,936.00
Program Administration (maximum allowable)	\$189,248.00
<b>Total Funds Available</b>	<b>\$1,005,462.00</b>

In accordance with 24 Code of Federal Regulations 91.105 – Citizen Participation, the Annual Action Plan for FY 2017-2018 will be available for public comment for 30 days from March 8, 2017 through April 8, 2017. The City of Burbank Community Development Department must receive all written comments by 5 p.m. on April 8, 2017. Written comments can be mailed or e-mailed to:

Community Development Department, Business and Economic Development  
150 N. Third St.  
Burbank, CA. 91510  
Attn: Marcos Gonzalez or E-mail: [mgonzalez@burbankca.gov](mailto:mgonzalez@burbankca.gov)

The Annual Action Plan for FY 2017-2018 (available on the City's website) will be considered for approval at:

**Burbank City Council  
Council Chambers  
on Tuesday, April 25, 2017 at 6:00 p.m.**

All interested agencies, groups, and individuals are invited to attend this public meeting. Copies of the Annual Action Plan are also available for review at the following locations.

Annual Action Plan  
Fiscal Year 2017-2018

38

**City of Burbank website –**  
**<http://www.burbankca.gov/departments/community-development/housing-economic-development/community-development-block-grant-1480>**

**Burbank City Hall, City Clerk's Office** - 275 E. Olive Ave., Burbank (Mon. – Fri. 8 am–5 pm)  
**Burbank Central Library** - 110 N. Glenoaks Blvd., Burbank (Mon.–Thur. 9:30 am–9 pm; Fri. 9:30 am–6 pm; Sat. 10 am–6 pm)  
**Buena Vista Library** - 300 N. Buena Vista St., Burbank (Mon–Thur. 10 am–9 pm; Fri. 10 am–6 pm; Sat. 10 am–5 pm; Sun 1-5 p.m.)  
**Northwest Library** – 3323 W. Victory Blvd, Burbank (Mon – Fri. 12 p.m. – 6 p.m.; closed Sat. & Sun.)  
**Community Development Dept.,** - 150 N. Third St., 2<sup>nd</sup> Floor, Burbank (Mon.–Fri. 8 am–5 pm)  
**Joslyn Adult Center** – 1301 W. Olive Avenue, Burbank (Mon.–Fri 8 am–5 pm; Sat–Sun. 10 am–4 pm)

Publish: March 8 and March 11, 2017